

Memorandum

DATE: May 19, 2003

REPLY TO:
ATTN OF: EM-3: (Dave Bottrell, 301-903-7251)

SUBJECT: Environmental Management Consolidated Audit Program Milestone Implementation

TO: See Distribution

On December 5, 2002, the Assistant Secretary directed each of you to actively support the Environmental Management Consolidated Audit Program (EMCAP). In addition, on February 12, 2003, you were provided additional direction defining EMCAP as the sole provider for audits of analytical laboratories and commercial mixed waste and low-level waste treatment, storage, and disposal facilities (TSDF). The Assistant Secretary further stipulated on February 12, 2003, that, “duplicative audits by EM offices or programs are prohibited,” and directed EM offices to implement the EMCAP program by June 30, 2003.

To facilitate the implementation of EMCAP, I am requesting you complete the following actions by June 13, 2003.

- 1) Identify and provide site level representatives to interface with EMCAP operations. The selected individuals must represent your sites analytical services and TSD facility operations.
- 2) Identify and provide a list of auditors from your site to support EMCAP audits. TSDF auditors must be technical staff with expertise in waste facility operations and assessments. Laboratory auditors must be technical staff with expertise in environmental analytical laboratory operations and assessments.
- 3) Ensure your procurement department has standardized the terms and conditions of existing and proposed contracts to facilitate EMCAP participation and acceptance of audit results.

Information and resources specific to the above request is available on the EMCAP website (<http://emnamp.inel.gov/emcap/eds.html>). Technical assistance is available from the EMCAP manager David Carden at 865-576-9262 or (cardendm@oro.doe.gov). All other questions and your specific deliverables should be directed to Dave Bottrell of my staff at 301-903-7251 or (david.bottrell@em.doe.gov).

ORIGINAL SIGNED

Paul Golan
Chief Operating Officer
Office of Environmental Management

Attachments

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